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## **STEPS FOR OBTAINING A PEDDLERS/SOLICITORS/VENDOR LICENSE FROM THE CITY OF KANKAKEE**

**Initial application fee: \$15.00**

### **The following documents must be attached to the completed application:**

- (1) A copy of your actual Illinois Retailer's Occupation Tax number**
- (2) A copy of your contractual proof of employment (if in business for yourself, something with your business name on it)**
- (3) A copy of a valid State ID or Driver's License**
- (4) A copy of your current Vehicle Insurance Card**
- (5) A copy of your valid Vehicle Registration Card**
- (6) A copy of verification of the Company which you are representing**

**If you are selling food, you must have a letter of approval from the Kankakee County Health Department (815-802-9400). If you are an itinerant merchant and you are setting up shop in front of a business, you must have a signed and dated letter of permission from the business owner.**

**ALL APPLICANTS MUST HAVE THEIR PHOTOS TAKEN BY CITY  
CLERK'S OFFICE AS PART OF THEIR APPLICATION PROCESS.**



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**APPLICATION FOR PEDDLER, SOLICITOR, ITINERANT MERCHANT, OR  
TRANSIENT VENDOR**

**\*\*\*THIS APPLICATION MUST BE SUBMITTED AT LEAST 72 HOURS  
(THREE BUSINESS DAYS) PRIOR TO THE DATE(S) ON WHICH YOU WANT TO  
SOLICIT \*\*\***

**Date:** \_\_\_\_\_

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

- ☐ COPY OF RETAILER'S OCCUPATION TAX ID NUMBER
- ☐ COPY OF CONTRACTUAL PROOF OF EMPLOYMENT
- ☐ COPY OF VALID STATE ID OR DRIVER'S LICENSE
- ☐ COPY OF CURRENT VEHICLE INSURANCE CARD
- ☐ COPY OF VALID VEHICLE REGISTRATION CARD
- ☐ PHOTO TAKEN BY CITY CLERK'S OFFICE
- ☐ RECEIPT FOR PAYMENT

1.   **Name of Applicant** \_\_\_\_\_  
      **Telephone** \_\_\_\_\_  
      **Street** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
      **City, State, Zip** \_\_\_\_\_ **Date of birth** \_\_\_\_\_  
      **Email Address** \_\_\_\_\_ **Social Security#** \_\_\_\_\_  
      **Drivers License #** \_\_\_\_\_ **State Issued in** \_\_\_\_\_
  
2.   **Name of Employer** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
      **Fax Number** \_\_\_\_\_ **Hire Date** \_\_\_\_\_  
      **Street** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_  
      **Website address:** \_\_\_\_\_ **Business Type** \_\_\_\_\_

Company's Establishment Date \_\_\_\_\_ Employer Identification # \_\_\_\_\_  
Retailer's Occupation Tax # \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_

**PLEASE ATTACH VERIFICATION OF COMPANY (i.e. proof of legitimacy of business).**

**3 Nature of business and description of products/services to be sold:**

\_\_\_\_\_

**4. Method of delivery for products/services sold:** \_\_\_\_\_

**5. Length of application requested: from \_\_\_\_\_ to \_\_\_\_\_**

**a) Hours of the day to be operating: from \_\_\_\_\_ to \_\_\_\_\_**

**Per Section 19-12 of the Municipal Code Book: "No person shall engage in or carry on any such activities permitted by this chapter prior to: sunrise or after sunset on any day except Sundays and national holidays; prior to twelve noon, or after six p.m. or sun-down, which ever first occurs, on Sundays; and, at any time on national holidays."**

**b) Approximate area within the city where the solicitation, peddling, or canvassing will take place** \_\_\_\_\_

**6. Type of transportation: Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_**

**License plate number:** \_\_\_\_\_

**License number and date of sticker expiration** \_\_\_\_\_

**Name and Address of Owner if different from applicant:**

**Name** \_\_\_\_\_

**Street** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**7. Have you ever been licensed by the City of Kankakee?** ☐ yes ☐ no

**When?** \_\_\_\_\_ **Was license ever revoked?** ☐ yes ☐ no

**If so, explain:** \_\_\_\_\_

**8. Direct contact as a registered agent (for purpose of receiving notices, claims, or process)**

**Name:** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Street** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

**Fax** \_\_\_\_\_ **Title** \_\_\_\_\_

9. Have you ever been convicted of any crime, misdemeanor, or violation of a Municipal Ordinance? ☐ yes ☐ no

If yes, state the nature of the offense and the punishment or penalty:

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10. Have you ever been convicted of any crime, misdemeanor, or violation under State or Federal law? ☐ yes ☐ no

If yes, state the nature of the offense and the punishment or penalty:

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11. Names of two (2) business references who will certify as to the applicant's good reputation and business responsibility (please list full mailing address):

1.	Name	Company	Address	Phone
2.	Name	Company	Address	Phone

12. Names of two (2) personal references who will certify as to the applicant's good reputation (please list full mailing address):

1.	Name	Address	Phone
2.	Name	Address	Phone

13. List all licenses to conduct business as a Transient Vendor, Itinerant Merchant or Peddler obtained in the State of Illinois within the last twelve (12) months.

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14. *For Itinerant Merchants and Transient Vendors only:* Location and permission to operate from owner the place or places, other than the *permanent* place of business of the applicant, where applicant within the last six (6) months preceding the date of this application conducted a transient business and stating the nature thereof:

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Signature of Applicant

OFFICE USE ONLY:	
PROCESSED BY: _____	
DATE: _____	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED

**PEDDLERS AND SOLICITORS**

**DOOR TO DOOR**

**ONE PEDDLER WORKING ALONE:**  
**COMPANY)\***

**ADDITIONAL PEDDLERS (SAME**

**APPLICATION FEE: \$ 15.00**

**APPLICATION FEE: \$ 6.00**

**PER DAY: \$ 10.00**

**PER DAY: \$ 4.00**

**EACH ADDITIONAL DAY \$ 5.00**

**EACH ADDITIONAL DAY: \$ 2.00**

**PER WEEK: \$ 30.00**

**PER WEEK: \$ 12.00**

**EACH ADDITIONAL WEEK: \$ 15.00**

**EACH ADDITIONAL WEEK: \$ 6.00**

**PER MONTH: \$ 60.00**

**PER MONTH: \$ 24.00**

**EACH ADDITIONAL MONTH: \$ 30.00**

**EACH ADDITIONAL MONTH: \$ 12.00**

**FOR SIX (6) MONTHS: \$105.00**

**FOR SIX (6) MONTHS: \$ 42.00**

**EACH ADDITIONAL MONTH: \$ 45.00**

**EACH ADDITIONAL MONTH: \$ 18.00**

**PER YEAR: \$165.00**

**PER YEAR: \$ 66.00**

**\*For each additional person or peddler accompanying and working with a peddler: 40% of the foregoing schedule of fees for one peddler working alone.**

**No license shall be issued to extend beyond April 30 of the fiscal year in which the license is issued. No application fee shall be required for solicitors, peddlers, or canvassers representing a charitable, community or religious organization. (Ord. 92-12, 3-16-92)**

## **LICENSE FEES – ITINERANT MERCHANTS/TRANSIENT VENDORS**

**TRANSIENT VENDORS** have push carts, trucks, etc.

**ITINERANT MERCHANTS** set up in front of businesses, with owner's permission.

**INITIAL APPLICATION FEE:** \$15.00

	<b>Non-perishable goods</b> -----	<b>Perishable Goods</b> -----
<b>Per day</b>	<b>\$ 25.00</b>	<b>\$ 10.00</b>
<b>Each additional day</b>	<b>\$ 10.00</b>	<b>\$ 5.00</b>
<b>Per week</b>	<b>\$ 60.00</b>	<b>\$ 30.00</b>
<b>Each additional week</b>	<b>\$ 30.00</b>	<b>\$ 15.00</b>
<b>Per month</b>	<b>\$120.00</b>	<b>\$ 60.00</b>
<b>Each additional month</b>	<b>\$ 60.00</b>	<b>\$ 30.00</b>
<b>For six (6) months</b>	<b>\$210.00</b>	<b>\$105.00</b>
<b>Each additional month</b>	<b>\$ 90.00</b>	<b>\$ 45.00</b>
<b>Per year</b>	<b>\$330.00</b>	<b>\$165.00</b>

No license shall be issued to extend beyond April 30 of the fiscal year.

**ADDITIONAL VENDORS/ITINERANT MERCHANTS:** (40% OF FIRST VENDOR)

**INITIAL APPLICATION FEE:** \$ 6.00

	<b>Non-perishable goods</b> -----	<b>Perishable Goods</b> -----
<b>Per day</b>	<b>\$ 10.00</b>	<b>\$ 4.00</b>
<b>Each additional day</b>	<b>\$ 4.00</b>	<b>\$ 2.00</b>
<b>Per week</b>	<b>\$ 24.00</b>	<b>\$ 12.00</b>
<b>Each additional week</b>	<b>\$ 12.00</b>	<b>\$ 6.00</b>
<b>Per month</b>	<b>\$ 48.00</b>	<b>\$ 24.00</b>
<b>Each additional month</b>	<b>\$ 24.00</b>	<b>\$ 12.00</b>
<b>For six (6) months</b>	<b>\$ 84.00</b>	<b>\$ 42.00</b>
<b>Each additional month</b>	<b>\$ 36.00</b>	<b>\$ 18.00</b>
<b>Per year</b>	<b>\$132.00</b>	<b>\$ 66.00</b>